



## **ANSWERS**

Our Court regularly receives pleadings captioned as an “Answer,” when the document is actually an Answer & Counter Claim or Answer & Cross Claim. Please be sure to title this pleading clearly. [Click here](#) for instructions on filing an Answer which includes other relief such as a cross Claim, Counter Claim or Third Party Complaint.

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- STEP 1** Choose **Adversary** from main menu
- STEP 2** Choose **Answers/Responses** category
- STEP 3** Choose to **Complaint 3<sup>rd</sup>**, **Cross Counter** sub-category
- STEP 4** Enter case number; click [NEXT]
- STEP 5.a** Confirm adversary name and number; click [NEXT]
- STEP 5.b** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 6** Select Defendant from party list; click [NEXT]
- STEP 7** Place a check in the box to create an association between the Defendant and his attorney; click [NEXT]
- STEP 8** Place a check in the box next to the complaint to which the answer refers; click [NEXT]
- STEP 9** Upload PDF file; click [NEXT]
- STEP 10** Click [NEXT] to bypass the 3<sup>rd</sup> Party, Cross-Claim or Counterclaim screen
  -  *TIP - If the Answer includes a Cross Claim, Counter-Claim or 3<sup>rd</sup> Party Complaint refer to the instructions for that event.*

**STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

**Answer to Complaint Filed by John Hughes on behalf of Wilbur Wright.  
(Hughes, John)**

**STEP 12** Notice of Electronic Filing displays